

Connecticut General Assembly
Executive Director
Latino and Puerto Rican Affairs Commission

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Hartford
Hours: Full-Time
Salary: \$102,610
Closing Date: August 21, 2013

General Knowledge:

The State of Connecticut Latino and Puerto Rican Affairs Commission seeks a leader to direct all agency operations. The Commission provides research, analysis and leadership to state officials and the public to improve the status of the Latino community. Responsibilities include administering the policies and programs of the Commission; budget development and financial management; staff supervision; extensive coalition work; and providing support to appointed commissioners.

Preferred Skills and Ability:

Qualified candidates will have eight years of relevant experience including demonstrated leadership and management responsibilities; experience in public policy, supervision, administration, and financial management; extensive analytic, writing and media experience; cultural competence, fluency in speaking, reading and writing Spanish, and broad knowledge of issues facing the Latino community in Connecticut; experience in state government; proven ability to work effectively and collaboratively with diverse groups and individuals; considerable knowledge and understanding of the legislative and governmental process.

Special Knowledge:

Requires an advanced degree in related field. Starting salary \$102,610, plus state employee benefits package.

Application Instructions:

Please send cover letter and resume to be postmarked no later than August 21, 2013 to:

Office of Legislative Management
Room 5100
Legislative Office Building
Hartford, CT 06106

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The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.